

**CLASS TITLE: DIRECTOR OF GENERAL NURSING
SERVICES**

**Class Code: 02882900
Pay Grade: 40A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate, direct and review the activities of a staff engaged in providing general nursing services at Center General Hospital; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for exercising independent judgement in developing and implementing policy in the area of nursing standards; work is reviewed through conferences and reports for adherence to existing guidelines and regulations.

SUPERVISION EXERCISED: Plans, coordinates, reviews and evaluates the activities of a large nursing and attendant staff engaged in providing varied and complex general nursing services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, direct and review the activities of a staff engaged in providing general nursing services at Center General Hospital.

To develop, implement and maintain nursing service functions designed to meet the clinical, rehabilitative and psychogeriatric needs of patients.

To develop, with staff participation, nursing service policy which focuses on the care of the patient and ensures that each patient's nursing care is planned, supervised and evaluated by a professional nurse.

To participate in the review and/or revision of personnel policies of the hospital and the establishment of criteria and procedures for the recruitment, selection, promotion and termination of nursing service personnel.

To establish and maintain an effective system of nursing records and reports.

To participate in the assessment of community health care resources in order to provide adequate continuity of care for patients discharged or referred to another health or nursing facility.

To develop and recommend a budget providing for sufficient resources in order to produce the optimum level of nursing care.

To identify and make available to nursing service staff adequate educational opportunities to improve and develop nursing skills; to encourage nursing staff to participate in the activities of professional organizations in order to broaden outlook and competence.

To recommend all classifications of nursing personnel for hiring, firing, promotions and disciplinary actions.

To collaborate with other agencies, professional groups and educational institutions in order to develop plans for meeting the present and anticipated health care needs of the community.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in administering a multi-faceted program of general nursing services in a large hospital; a thorough knowledge of the principles, practices and techniques of nursing education and the ability to apply such knowledge in the overall planning, organization, direction and coordination of nursing education programs within a hospital environment; a thorough knowledge of the organization and

resources available; knowledge in the areas of labor relations, economics, and legislation which impacts upon nursing services; the ability to plan, organize and review the work of professional and non-professional staff personnel; the ability to establish and maintain effective working relationships with superiors, subordinates, associates and various public and private agencies and organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited school of professional nursing, and possession of a Master's Degree in Nursing Administration, Hospital Administration, Public Administration, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible administrative capacity involving the planning, coordination and review of nursing services in a large hospital setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must meet nursing registration requirements as required by Rhode Island law and regulations and must maintain such requirements as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03